

Board of County Commissioners Agenda Request 19

Date of Meeting: February 24, 2004

Date Submitted: February 18, 2004

To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Kim Dressel, Management Services Director
Subject: Approval to Issue a Request for Proposals for an Electronic Timesheet Solution

Statement of Issue:

This agenda seeks Board approval to issue a Request for Proposals (RFP) for an Electronic Timesheet solution (Attachment #1).

Background:

During the FY 03/04 budget process, the Board approved a MIS Capital Improvement Project for \$75,000 for the procurement of an electronic timesheet solution to automate the current manual timesheet process which populates employee work, holiday, and leave hours into the Banner payroll system. Currently, staff at remote sites (offices outside the Courthouse) must transport paper timesheets to the Courthouse each pay period. The Payroll staff hand enters each employee's hours for work, leave, or holidays. Often any issues with reported times require the Payroll staff to contact supervisors and staff to resolve, delaying the data entry process. By automating many of the current manual processes, accuracy and efficiencies in the payroll process will be realized by eliminating the transport challenges for the remote offices, providing an initial review for the supervisor regarding any entry issues relating to pay policy, and eliminating the data entry process by the Payroll staff.

Analysis:

An Electronic Timesheet Committee (ETC) made up of representatives from MIS, the Clerk's Office, Public Works, Growth and Environmental Management (GEM), and the Board's Human Resources met to review solutions and develop an action plan for implementation. After several initial committee meetings reviewing needs and researching various solutions, it was found there exist in the marketplace many current web-based solutions that may be tailored to the County's stated needs. The ETC supported the development of an RFP that focuses on existing marketplace offerings rather than having a system custom designed and coded from "scratch."

MIS hosted a joint application development (JAD) session with representatives from all Board divisions, the Clerk's Office, and the Supervisor of Elections' Office to document the current timesheet process and develop a specifications document for a formal RFP. The JAD session, conducted by Infinity Software Solutions, was held September 29 and 30, 2003. A draft Timesheet System Functional Specifications Document was drafted and provided to MIS and the ETC to review. After several edits, the document was finalized for inclusion in the RFP for an electronic timesheet solution.

The RFP specifies that the solution is to provide a web browser based interface for employees to enter and/or review their work time, to allow for a supervisory review and approval process, and to interface into the Banner payroll system. Responses to the RFP will be reviewed and ranked by a five member selection committee made up representatives from MIS, the Clerk's Office, Human Resources, Public Works, and GEM. The selection criteria are:

- 25 points - Quality of Response to the RFP (comprehensive and compliant with the request)
- 25 points - Technical Solution
- 25 points - Experience of Vendor and its Staff and any Consultants
- 10 points - Vitality of the Vendor (Financial standing, reputation, and ability to take on more work)
- 5 points - Local Preference (As Required under County Policy)
- 10 points - MWBE Participation
- 100 points - Total

There will be a short listing of the top three responses whereby selected vendors will be asked to come on-site to demonstrate their product. The final recommended selection will be based on the ranking of the demonstrations. Staff will return to the Board for approval to enter into a contract with the recommended vendor selection.

It is expected to initially deploy the selected solution with the Clerk's Office and GEM. These two offices represent the potential spectrum of implementation scenarios. The Clerk's Office timesheet business rules are fairly straight forward as their employees represent a common work flow. GEM's timesheet rules are more complex as their employee's time practice is more diverse with after hour employees, remote site employees, and special fee pays. As the deployment of these two areas are finalized, the remainder of the Board divisions and the Elections' Office will be implemented.

Options:

1. Approve the issuance of a Request for Proposals for an electronic timesheet solution.
2. Do not approve the issuance of a Request for Proposals for an electronic timesheet solution.
3. Board Direction

Recommendation:

Option #1

Attachments:

1. RFP for an Electronic Timesheet Solution

[Back](#)[Print](#)